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April 30, 2003

Ms. Faye Haselkorn
EGAT/UP
United States Agency for International Development
1300 Pennsylvania Avenue
Washington, DC 20523

RE: Contract No. LAG-I-00-99-00036-00, Task Order No. 06
UI Project 06967-009, Urban Sectoral Training for USAID Staff
Quarterly Task Order Progress and Cost Report, January to March 2003

Dear Ms. Haselkorn:

Please find enclosed the *Quarterly Task Order Progress and Cost Report, January to March 2003,, Urban Sectoral Training for USAID Staff* as required under Section F.12 of the above referenced contract.

Please direct any technical questions to Ms. Clare Romanik, UI/Washington at 202.261.5527 or E-mail at cromanik@ui.urban.org. Questions of a contractual nature should be addressed to me at (202) 261-5396.

Sincerely,



Maria C. Andrade-Stern

Enclosures

cc: Dale Gredler (USAID/Washington)
Clare Romanik (UI/Washington)
USAID Development Clearinghouse
IAC Deliverables File (06967-009)

**QUARTERLY TASK ORDER
PROGRESS AND COST
REPORT**

**JANUARY TO
MARCH 2003**

**URBAN SECTORAL
TRAINING FOR USAID
STAFF (GLOBAL)**

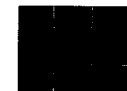
Prepared for



Urban Sectoral Training for USAID Staff (Global)
United States Agency for International Development
Contract No. LAG-I-00-99-00036-00, TO No. 06

Prepared by

Clare Romanik
The Urban Institute



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April 2003
UI Project 06967-009

QUARTERLY TASK ORDER PROGRESS AND COST REPORT

OCTOBER TO DECEMBER 2002

URBAN SECTORAL TRAINING FOR USAID STAFF (GLOBAL)

Contract No.:	LAG-I-00-99-00036-00, Task Order No. 06
Date of Issuance:	September 24, 2002
Amount Obligated Under Task Order:	\$ 119,190
Total Potential Task Order Amount:	\$ 119,190
Dollars Expended To-date:	\$ 46,918
Key Personnel:	Clare Romanik, Prime Contractor Contact 202.261.5527 cromanik@ui.urban.org

Task Order Description

Under this task order, the Urban Institute and Training Resources Group (TRG) are working with USAID's Office of Urban Programs to design three training courses for EGAT and other USAID staff. The courses help the participants to gain a better understanding of the role and importance of cities in USAID's development efforts, including urban/rural linkages. The courses provide an overview of challenges facing cities, including unprecedented urbanization in the developing world, urban poverty and food security, environmental health and HIV/AIDS. The participants also learn about various approaches for dealing with urban issues, including strategies for slum upgrading, infrastructure and municipal finance, participatory management and local economic development. Finally, the courses create a community of practice of USAID staff who are aware of the importance of cities and who can incorporate their knowledge of urban into their work with other sectors.

I. HIGHLIGHTS

Based on feedback from the pilot training seminar held in December, Urban Institute and TRG improved the design of the training seminar *Development and Cities: Urban 101*. A second, successful offering was held from March 26-28, 2003 for 24 participants representing a wide variety of regions and technical areas in which USAID works. (Two participants had to cancel at the last minute because of new travel guidelines due to the onset of war in Iraq.) Participants gave the course high marks for its design and delivery: "Outstanding overview, involving very good strategic thinking."

II. PROGRESS OF MAJOR ACTIVITIES

The re-designed training seminar *Development and Cities: Urban 101* took place March 26-28 at the UI offices in Washington, DC. The course was lengthened by a ½ day to introduce some new sessions and to allow more time for Q&A with the expert presenters. This overview course on urban issues included the following presentations:

- Why Cities Are Important
- Analyzing Urban Poverty
- Urban Food Security
- Urban Environmental Health
- HIV/AIDS and Urban Development
- Slum Upgrading
- Municipal Finance and Infrastructure
- Better Services through Participatory Management
- Local Economic Development
- City Development Strategies
- USAID Urban Tools & Resources

Several presenters were experts from the Office of Urban Programs' partner organizations—Urban Institute, Cities Alliance and ICMA. Other presenters came from the World Bank, the International Food Policy Research Institute, the Environmental Health Project, the United Nations Alliance of Mayors' Initiative for Combatting AIDS at the Local Level. In addition to presentations, the course integrated small group exercises and discussions to facilitate the learning process of the participants. TRG training specialists facilitated all aspects of the course. Urban Institute provided direction on the course content, including guidance to course presenters. UI and TRG staff conducted run-throughs with the presenters a few days before the course.

USAID's Office of Urban Programs sponsored this training seminar for USAID staff members from missions worldwide and from various areas of expertise within the Economic Growth, Agriculture, and Trade division of USAID.

III. DELIVERABLES AND REPORTS

(1) Urban Institute received and analyzed responses to an email survey from 19 participants. The survey provided information about the experience and particular interests of the participants, which helped the team in re-designing the course. Participants were asked the following questions:

- What is your job title and where are you located?
- How long have you worked for USAID?
- What experience have you had working with cities?
- What topics are you most interested in discussing during the Urban 101 course?

The summary interview results were discussed with the other planning partners during the design stage and briefly presented to the participants during the seminar.

(2) UI and TRG designed the following training materials for *Development and Cities: Urban 101*, which were distributed to participants at the course:

- Agenda (This was also distributed before the course.)
- Questions for guided group discussion and exercises
- PowerPoint slides from the presentations

- Technical background materials (A selection of materials was distributed to participants in binders. All of the technical materials, including the PowerPoint presentation slides, were included on a CD Rom which was distributed to participants. The CD Rom was user friendly with links from main technical areas to specific reports and other resources. Without exception, the participants were very happy with the course materials and the CD-ROM.

The participants' binders also included a list with contact information for organizers, facilitators, presenters, and other participants.

- (3) UI and TRG made all of the necessary logistical arrangements for holding the course, including printing the appropriate number of handouts. TRG facilitated delivery of the course. The course was held at the Urban Institute.
- (4) TRG administered an evaluation at the end of the course. The results of the evaluation were sent in electronic format to the CTO on April 9, 2003.

IV. PROBLEMS OR DELAYS AFFECTING THE TASK ORDER PERFORMANCE

None at this time.

V. WORK PLANNED FOR NEXT REPORTING PERIOD

This quarter will involve intensive planning for the next course targeted at Economic Growth officers. A meeting is scheduled for April 17, 2003 to discuss planning and course design for this next course.

VI. SPECIFIC ACTION REQUESTED

The CTO has expressed interest in adding delivery of the third course to the Terms of Reference. (The initial TOR specified design of three courses and delivery of two.) This will require a new or revised Terms of Reference and a small additional budget to accomplish this.